

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH PETITION TO MODIFY CHILD SUPPORT ("Simplified Process")

1. COMPLETE ALL REQUIRED FORMS:

- *Petition to Modify - Simplified Process*
- *Parent's Worksheet*
- *Child Support Order*
- *Order of Assignment*
- *Current Employer Information Sheet*

2. Make **THREE COPIES** of the paperwork you completed: one for you, one for the judge, and one for the other party. Separate your papers into 4 sets: 1 set of originals and 3 sets of copies.

Each set should contain the following documents:

Clerk of Court:

"Petition to Modify" (original)
"Parent's Worksheet" (original)

Your Copy:

"Petition to Modify" (copy)
"Parent's Worksheet" (copy)

Other Party's Copy:

"Petition to Modify" (copy for process server)
"Parent's Worksheet" (copy for process server)
Blank *"Petition for Hearing"* (Clerk will give you one of these when you file your documents)

Family Court Clerk Services Copy:

"Child Support Order" (original plus 2 copies)
"Order of Assignment" (original plus 2 copies)
"Current Employer Information Sheet" (original)
Two Self-Addressed, Stamped Envelopes
(1 addressed to you and 1 addressed to other party so the Court can mail the decision)

Go to the Clerk of court with all the documents properly assembled.

Central Court Building

201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex

222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

The filing fee is \$61.00. If you have never “appeared” in this case before, that is you have not previously filed a response or other papers, you may also have to pay an “**Appearance Fee**”. If the other party files a “**Petition for Hearing**,” he or she will also have to file an appearance and pay a fee if they have not “appeared” before. If paying by check or money order, make payable to the Clerk of the Superior Court. If you cannot afford the fee, ask for the paperwork on deferring filing fees. You can also get a deferral of the fees for the sheriff to serve the papers, if you qualify.

3. SERVE THE OTHER PARTY: Serve the other party with the documents listed above under copies for the other party. To “serve” means to use the legally required method of delivering notice or documents, as required by Rules 4.1 and 4.2 of the Arizona Rules of Civil Procedure. The most common method of service on a party is personal service by a private process server or sheriff. See the Self-Service Center packet on Service to help you serve the papers.

If one of the parties is using the child support enforcement services of the Department of Economic Security (DES), notice of this action must be given to that office. Mail a copy of the “Petition to Change Child Support” and a copy of the “**Parent’s Worksheet for Child Support**” to:

Division of Child Support Enforcement
ATTN: Modification, Maricopa County
P.O. Box 40458
Phoenix, AZ 85067

4. WHAT THE OTHER PARTY MAY DO: The other party may choose to do nothing, or the other party may request a hearing. If the other party lives in Arizona, he or she has 20 days from the date he or she was served with the “**Petition to Modify to Request a Hearing**.” If the other party does not live in Arizona, he or she has 30 days from the date he or she was served with the “**Petition to Modify to Request a Hearing**.”

5. WAIT TO HEAR FROM THE JUDGE: Wait for the court to let you know what the judge decided or for a hearing date to be set. The judge will write an order stating what the judge decided to do with your case. Read the judge’s order carefully, so you know what the judge decided to do next. If it goes to a hearing, a conference may be scheduled.